



ORGANIC AND TRANSITIONAL SITE APPLICATION

Farm Name:	County:	Certification # (if currently certified):	Site # (office use)
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What certification status are you applying for?

☐ Organic ☐ Transitional

Tip! WSDA must receive site applications at least 3 ½ months before harvest of the first crop. Late applications may apply for expedited certification services at an additional expense. Complete a separate site application form for adjacent fields containing a different organic eligibility date and fields that are not contiguous.

What is a Site?

- ✓ A site is defined as a distinct field, orchard, block, pasture, circle or other contiguous area for which you seek certification.
- ✓ A site may contain multiple crops and may include multiple fields or blocks if these areas are adjacent and contiguous and all production areas within the site are eligible for the same certification status.

A \$20 fee is needed with each new site application. Once certified, production sites are subject to the \$20 fee annually. Transitionally certified sites have an additional \$50 per site annual fee. New transitional sites are billed the additional \$50 upon determination of transitional status.

Part 1. New Site Fees

A \$20 site fee must be submitted with each new site application.

Is site fee attached?

☐ Yes ☐ No

Part 2. Site Identification

Site Name (Example: "North Field," "Jones Circle C-1," "Fuji Blocks 28 - 36"):

Tip! Select a site name that matches how you reference this production site in your records. The site name will be printed on your producer certificate, and your records must reference the same site name on your production, harvest, and sales documents.



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Part 3. Site Location

Street Address:

City:

County:

State:

Township, Range, Section:

GPS Coordinates:

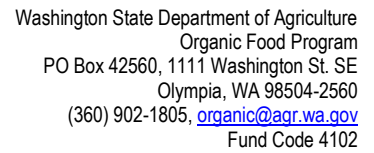
Provide detailed directions to the site from the nearest town or highway:

Part 4. Crops and Acreage

List the crops you would like to have included on your organic or transitional certificate. Indicate varieties as applicable.

Attach additional pages if more space is needed.

Crop	Harvest Date	# of Acres
Total Site Acreage		



Part 5. Land History

1. When did you start making the day-to-day production decisions for this site? (month / day / year)
2. Do you own this site? ☐ Yes ☐ No
 - a. If No, provide details regarding the landowner:

Landowner Name:

Address:

Telephone: Email:
 - b. Describe the details of the lease and who is responsible for the day to day land management activities.
Have a copy of the lease available at your inspection.

- Attach a copy of the organic or transitional certificate highlighting the specific site you want to add to your certification.*



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Indicate all types of production and activities that have occurred while under your management, including which years the production occurred and the number of acres in production.

Crop Category	Dates Produced	Acreage	Crop Category	Dates Produced	Acreage
Apple			Nuts		
Berries			Pasture		
Grains			Pears		
Grapes			Stone Fruit		
Hay/Silage			Vegetable		
Herbs			Non-productive		
Other (Please Specify):					

4. Have any seeds treated with allowed or prohibited substances been planted on the site in the last 12, 24, or 36 months while under your management? ☐ Yes ☐ No

a. If yes, please provide the brand name of the treatment and date the seed was planted.

5. Is treated wood currently located on the site in a manner that comes into contact with soil, plants, or livestock? ☐ Yes ☐ No

a. If yes, was it installed during the transition period for which you seek certification (last 12, 24, or 36 months)? ☐ Yes ☐ No

i. If yes, please provide the date the treated wood was installed.



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Part 6. Input Material Applications

1. Have any materials (fertilizers, soil amendments, pesticides, etc.) been applied while under your management in the last 12, 24, or 36 months? ☐ Yes ☐ No, skip to Part 7
- a. If yes, were any of the materials prohibited for organic production? ☐ Yes ☐ No ☐ Unknown
- i. If yes, provide the following information to indicate the last day a prohibited material was applied:

Brand Name of Material:

Date of Application (mm/dd/yy):

2. Complete the following table to identify the materials **you** have applied to the site. Attach additional pages if needed. Materials may be submitted in a different format (Word, Excel, etc.). Materials applied during the transition period (past 12, 24, or 36 months) by previous growers / producers of this site must be documented on a Previous Land Use Declaration (AGR 2262).

Year	Material Name	Date of Application

Tips! The last prohibited material application must be more than 36 months prior to the first harvest of organic crops. If it has been 12-24 months since the date of the last prohibited material, the site may qualify for transitional certification.

If you have not managed this site for the entire transition period for which you seek certification (12, 24, or 36 months), the previous manager(s) must complete and sign a Previous Land Use Declaration (AGR 2262). This form must be attached to your Site Application.

Material application records must be available at your inspection to verify compliance of materials applied during your transition period (last 12, 24, or 36 months) or up to the last prohibited material application. Records must provide the specific brand name of the material applied and date of application.



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Part 7. Adjoining Land Use

Tip! Organic standards require any field from which harvested crops are intended to be sold, labeled, or represented as organic must have distinct, defined boundaries and buffer zones such as runoff diversions to prevent the unintended application of a prohibited substance to the crop or contact with a prohibited substance applied to adjoining land that is not under organic management.

Define all borders and adjacent land use. Specify how you will prevent contamination of organic or transitional crops from adjoining land use. Attach additional pages if more space is needed.

Border (Direction)	Adjoining Land Use	Risk Prevention Strategies and Buffer Management Practices (Include distance of buffer between organic/transitional and conventional production areas)	Is a crop produced in the buffer area?
North	Conventional Apples	Access Road, 30 feet, First row harvested for conventional market	Yes

Part 8. Attestation

I attest the information provided in this application is true and accurate:

Signature of current grower / producer

Print name of current grower / producer

Date



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Part 9. Site Map

All site maps must meet the following requirements.

- ✓ Map size must not exceed 8 ½ X 11 inches in size and must be large enough to be clearly understood.
- ✓ Include farm business name, county, site name, location description, and total acreage of site on the map.
- ✓ Show the borders, shape and size of the site.
- ✓ Identify locations of crops and fallow land.
- ✓ Indicate areas that separate your site from other land use such as roads, canals, fences and open land.
- ✓ Identify all adjacent land use, including land managed by others.
- ✓ Identify and label borders at risk of contamination with prohibited materials.
- ✓ **Livestock** – location and type of established fences; location and source of shade; and location and source of water must be noted on site maps.

Use the following symbols to indicate specific areas on the site map:

DIRECTION
N ↑

SITE BORDER
—————

BORDER AT RISK
XXXXXXX

Tip! Aerial images are regularly available online and can be used as a starting point for drafting a map meeting the above requirements. Alternatively, insurance maps or maps created for you by an outside entity may be submitted as well, as long as they meet the requirements.

Example Site Map:

